

**NASA Infrastructure  
Transition Control Board (iTCB)  
Charter**

**I. Purpose:**

The Infrastructure Transition Control Board (iTCB) shall:

- a. Serve as the Agency-level inter-organizational decision-making forum to coordinate infrastructure transition activities across the three Human Space Flight (HSF) Programs (Space Shuttle Program, International Space Station Program, and the Constellation Program);
- b. Define budget requirements, schedules, and Agency-level policies for infrastructure transition activities;
- c. Coordinate infrastructure transition planning across the Mission Directorates, Mission Support Offices, and Centers to ensure that integration efficiencies and synergistic resource utilization are identified and implemented;
- d. Identify Agency-level infrastructure risks and track mitigation activities, and
- e. Communicate iTCB activities, as required, to the appropriate Transition Boards or Agency governing councils.

**II. Authority:**

The iTCB is chaired by the Assistant Administrator, Office of Infrastructure (OI) and has authority to institute infrastructure transition policies and procedures, evaluate progress, and direct actions necessary to achieve the Agency's transition goals.

**III. Key Focus Areas:**

The iTCB will:

- a. Coordinate and review cross-Directorate infrastructure transition requirements, policies, procedures, and implementation processes, including identification of synergies, needs, overlaps and gaps;
- b. Facilitate reutilization, transfer, and divestment of NASA facilities and personal property impacted by Space Shuttle Program (SSP) Transition and Retirement;
- c. Assure that real and personal property are dispositioned in an appropriate, safe, and environmentally responsible manner; and
- d. Advocate innovative approaches to achieve efficiencies, particularly in the conduct of personal and real property disposition activities.

**IV. Membership**

Board membership is designed to provide expertise from the NASA organizations responsible for management of infrastructure assets and resources in order to provide informed strategic and technical planning for transition. Membership also includes representatives for other organizations with a role to play in management of NASA's institutional portfolio, since many infrastructure issues are linked to and impact the broader Agency institutional base.

The following are iTCB members:

- a. Assistant Administrator, Office of Infrastructure (Chair)
- b. OI Division Directors:
  - Director, Logistics Management
  - Director, Facilities, Engineering and Real Property
  - Director, Environmental Management
  - Director, Aircraft Management
- c. NASA Centers:
  - Associate Director for Management, DFRC
  - Director of Center Operations, JSC
  - Director of Center Operations, KSC
  - Director of Center Operations, MSFC
  - Director of Center Operations, SSC
- d. Chief, Safety and Mission Assurance or designee
- e. Chief Engineer or designee
- f. Director, Office of Program and Institutional Integration or designee
- g. Director, Strategic Investments Division, Program Analysis & Evaluation or designee
- h. Deputy Chief Financial Officer or designee
- i. Chief Health and Medical Officer or designee
- j. Office of External Relations:
  - Export Control and Interagency Liaison Division representative
  - History Division representative
- k. Export Control and Interagency Liaison Division
- l. Assistant Administrator for Human Capital Management or designee
- m. Assistant Administrator for Procurement or designee
- n. Chief of Strategic Communications or designee
- o. Office of General Counsel:
  - Infrastructure Attorney-Advisor
- p. Transition Managers:
  - Space Operations Mission Directorate
  - Exploration Systems Mission Directorate
  - Office of Infrastructure

V. Staffing:

OI will provide staffing of the iTCB processes. The OI Transition Manager serves as iTCB Secretary and is responsible for coordinating and scheduling all iTCB activities.

VI. Decisions and Minutes:

Each meeting will be documented in minutes that will be distributed electronically within five working days of the meeting. The minutes will be archived electronically. The minutes will include as-conducted agendas, discussions, decisions and action assignments. The iTCB Secretary is responsible for generating, coordinating, and distributing the minutes and tracking assigned actions to closure.

VII. Voting:

The iTCB operates as a consensus board. For issues requiring a decision, the iTCB will poll members for their input and recommendation. If no consensus is reached, including the vote of the Chair, on items not requiring approval beyond the iTCB, then the Chair will make the decision. For items requiring approval beyond the iTCB, the Chair will take the issue and the iTCB's recommendation to the appropriate Transition Board(s) or Agency governing council(s).

VIII. Working Groups:

The iTCB Chair may establish limited duration working groups to assist in achieving the iTCB's purpose. These working groups may be temporary and will be configured either to provide a specific assessment and recommendation or to be long-standing and more process oriented to filter or approve lower level integration and transitional activities. Working groups and the status of working group activities will be posted electronically.

IX. Meeting Standards:

iTCB meetings shall be convened by the Chair. The iTCB shall hold meetings whenever necessary, normally bimonthly. The iTCB Secretary is responsible for proposing and coordinating the iTCB agenda. The Chair shall approve the agenda of each meeting. The agenda and the necessary working documents shall be circulated to the Members of the iTCB five calendar days in advance of the meeting.

Effective Date: June 30, 2009  
End Date: September 30, 2012

Approved:

*Original Signed by Olga M. Dominguez*

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Assistant Administrator, Office of Infrastructure